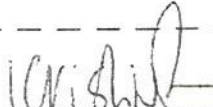

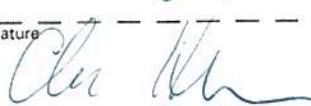


<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)						1. Agency Position No. <b>59128</b>	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service		4. Employing Office Location <b>Boston MA</b>		5. Duty Station <b>Boston, MA</b>	
		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	
						13. Competitive Level Code <b>001</b>	
						14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials Date
a. Office of Personnel Management							
b. Department, Agency or Establishment		<b>Environmental Prot Spec</b>		<b>GS</b>	<b>028</b>	<b>12</b>	<b>08 2/9/11</b>
c. Second Level Review							
d. First Level Review							
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify) <b>Kwabena Kyei-Aboagye</b>			
18. Department, Agency, or Establishment <b>U.S Environmental Protection Agency</b>				c. Third Subdivision <b>90121840</b>			
a. First Subdivision <b>Office of Ecosystem Protection</b>				d. Fourth Subdivision			
b. Second Subdivision <b>Grants, Tribal, Community Programs Unit</b>				e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor <b>Kristi N. Rea, Chief- GTCP Unit</b>				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) <b>Ken Moraff, Deputy Director,</b>			
Signature 		Date <b>1/26/10</b>		Signature 		Date <b>1/28/10</b>	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position <b>EPS series, GS-0028, 3195</b>			
Typed Name and Title of Official Taking Action <b>Chris Hosh</b>				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature 		Date <b>1/26/2010</b>					
23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials Date
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks <b>FPL: 12 BUS: 0011</b>							

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295

MR



EPA Form 3150-1 (Rev. 3/2006) (Web-forms V2.3)



Environmental Protection Specialist  
GS-0028-12

Introduction

This position is a Unit Grant Program Specialist. The position is part of the Grants, Tribal and Urban Unit. Supervision is from the Chief of the Grants, Tribal and Municipal Assistance Branch.

The Unit Grant Program Specialist works across the various programs in the Grants, Tribal and Urban Unit to provide the full range of Project Officer duties and responsibilities for assigned projects and grants. This position assists in the implementation of EPA's diverse grant programs across the Grants, Tribal and Urban Unit and provide general assistance to the Chief of the Grants, Tribal and Municipal Assistance Branch including regular communication with the Grants, Tribal and Urban Unit programs and a diverse set of grantees external to the Agency.

Major Duties and Responsibilities

The Unit Grant Program Specialist assists in the process of identifying, evaluating and processing grant awards with grantees including, but not limited to state agencies, municipalities, tribes, nonprofit organizations, and other eligible awardees. This work includes consulting with grantees and EPA program managers and staff to assess financial and program needs to establish grant targets, ascertaining the amount of available funds in relevant programs, coordinating with EPA Regional programs that utilize grants, communicating with grantees on all aspects of program requirements for grants. The Unit Grant Program Specialist also sends information to grantees concerning relevant grant programs administered by EPA Headquarters Programs, other federal agency programs, and other organizations programs.

The Unit Grant Program Specialist serves as a project officer for a variety of grants and cooperative agreements in the Grants, Tribal and Urban Unit. This includes review of grantee proposals and workplans, review of progress reports, management and maintenance of grant files, providing updates on grant progress for awards, and entering award and progress information in regional grant tracking systems as needed. Grant responsibilities include all aspects of the grant process from competition, to pre-award activities to post-award management and grant close out across Grants, Tribal and Urban Unit programs.

The Unit Grants Program Specialist participates as needed in regional and national program discussions, including conference calls and meetings. The specialist also participates as needed in regional and national grant discussions including workgroups, conference calls, and meetings and assists in preparing comments for the Region on national and regional grant policies.

The Unit Grants Program Specialist also assists the Grants, Tribal and Urban Unit programs in other aspects of program implementation as needed. This work will include analysis and formulation of recommendations for a variety of multimedia environmental issues, policy changes, and initiatives and communication with EPA programs, federal agencies, tribes, regional and national organizations, nonprofit organizations, universities and other organizations with an interest in multimedia environmental programs and issues. The Unit Grants Program Specialist also assists unit staff to organize and host annual environmental trainings and events for stakeholders in the Region.



### Factor 1: Knowledge Required by the Position

The incumbent of this position requires a high level of knowledge of EPA's grant policies and processes, including policies that govern awards to a variety of grantees (e.g. State, tribal, nonprofit, etc.) and a high level of knowledge of grant programs under numerous environmental statutes, including, but not limited to: the Clean Water Act, the Clean Air Act; the Federal Insecticide, Fungicide, and Rodenticide Act; the Toxics Substances Control Act; the Safe Drinking Water Act; and the Solid Waste Disposal Act. The incumbent's knowledge must be sufficient to advise grant recipients concerning grant related issues during negotiation, award and administration of grants.

The incumbent must have a high level of knowledge about federal and EPA policies, goals, and objectives related to the Grants, Tribal and Urban Unit. This should include the ability to understand historical and cultural factors that are important to States, tribes, and other New England stakeholder groups working on environment and/or public health projects.

The incumbent should have a strong ability to compile and analyze complex information from a variety of sources to identify problems, issues, and propose solutions and approaches to dealing with challenges identified. The incumbent needs excellent written and oral communication skills to effectively communicate with diverse stakeholders on policies, procedures, processes, issues and proposed solutions to grant management issues. The incumbent also needs a demonstrated ability to establish and maintain effective working relationships with a wide variety of professional, technical, and program staff and with officials of state, municipal, and/or tribal environmental departments and governmental bodies.

### Factor 2: Supervisory Controls

The supervisor sets the overall objectives and resources available. The incumbent and the supervisor consult to develop projects, tasks, schedules, and other parameters of work. The employee is responsible for independently planning, developing, coordinating, and implementing the activities, methods and approaches necessary to accomplish the objectives with direction and from the supervisor. The employee is responsible for keeping the supervisor informed of controversial matters and updated on progress. Completed work is normally accepted as authoritative and reviewed by accepted experts for such matters as fulfillment of objectives, compatibility with other related work processes, and effect on overall operations.

### Factor 3: Guidelines

Guidelines include grant authorities in laws, program grant and general grant regulations, OMB circulars, policy statements and program grant guidelines. Incumbent must be cognizant of Regional policies, regulations, orders, precedents, and practices, in order to assure consistency of treatment of issues among tribes as well as adherence to federal and EPA policies. The guidelines are often broad and nonspecific. The incumbent must use judgment and resourcefulness in determining acceptable approaches and solutions to problems within these general guidelines.

### Factor 4: Complexity

The work of this position is complex because of the complexity of grant policies, the number of grant authorities used for grants including the Performance Partnership Grant

authority, and the special issues relating to federal and EPA policies. Many of the grants to be awarded are on the cutting edge of approaches to assistance because of continuing development of environmental programs and the special needs of sensitive populations. This requires reference to multiple national guidelines and coordination with many EPA representatives. Judgment is required in determining ways to apply the guidelines to meet grantee needs while also meeting EPA program needs and following complex grant policies and requirements.

#### Factor 5: Scope and Effect

The purpose of the Unit Grants Program Specialist position is to contribute to the grants and program management for the Grants, Tribal and Urban Unit to assist the Region in supporting environmental programs that protect the environments and health of New England residents and tribal members. The position has a special focus on the grant/cooperative agreement assistance given to grantees by EPA including determining grant targets, communicating grant targets and policies, and assisting grantees in developing the capacity to effectively manage the grants. Specific grant responsibilities include development of work in support of EPA and environmental objectives for grant awards, assurance of effective management of grant supported programs, and evaluation of accomplishments of objectives. The work is carried out for a diverse set of grantees and may include participation in regional and national EPA discussions as needed.

#### Factors 6&7: Personal Contacts/Purpose of Contacts

Personnel contacts are with a wide variety of EPA employees, including program coordinators, tribal coordinators, grant project officers, program managers, and program staff, and with representatives of state, municipal and/or tribal environmental departments, finance offices, and other governmental institutions. The contacts are to obtain information and to provide information and advice with respect to implementation of the programs and activities in the Grants, Tribal and Urban Unit, with special emphasis on issues relating to grant and cooperative assistance support. The contacts are for the purpose of supporting the assistance from beginning to end to facilitate a successful environmental partnership to build grantee capacity and assist the grantees in meeting EPA and workplan objectives.

#### Factor 8: Physical Demands

The work is generally sedentary, with occasional site visits to offices, tours of projects, and attendance at meetings and conferences.

#### Factor 9: Work Environment

The work is generally performed in an office setting, with occasional tours of projects in New England.



## Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Kwabena Kyei-Abboye		This position has no extramural resources management responsibilities.
Position Number	GS028	X	Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Protection Specialist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	GS028-11		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	R1-DEP-Grants, Tribal + Community Programs Unit		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	Date	11/3/11
Personnel Specialist's Signature	Date	7/9/11

Part 1. Contracts Management Duties			
Pre-award:			
Plans Procurements			Monitors management and performance of delivery orders/work assignments after award
Estimates Costs			Defines scope of work for work assignments
Obtains funding commitments			Approves payment requests of ACH drawdowns
Prepares procurement requests			Manages cost-reimbursement contracts
Writes statements of work			Reviews invoices
Reviews statements of work			Inspects and accepts deliverables
Processes unsolicited proposals			Other (list)
Responds to pre-award inquiries			
Participates in pre-award conferences			
Close-out:			
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (lists)			Closes-out payments
Post-award:			
Prepares delivery orders			Performs cost accounting
Reviews contractor work plans			Provides assistance to Contracting Officer in settling claims
Reviews contractor progress reports			Other (list)
Monitors government-furnished property			
Monitors cost, management, and overall technical performance of contract after award			
			Percentage of Time Spent on Contracts Management
			%

Continued



Part 2. Grants/Cooperative Agreements Duties			
<input checked="" type="checkbox"/>	<b>Pre-application/Application:</b>	<input checked="" type="checkbox"/>	Advise Grants Management Office of potential problems/issues
<input checked="" type="checkbox"/>	Prepare solicitation for proposals	<input checked="" type="checkbox"/>	Participate in decisions/actions to ensure successful project completion and in decisions to impose sanctions
<input checked="" type="checkbox"/>	Identifies potential grantees for area of program emphasis		Approves payments requests or AGH drawdowns
<input checked="" type="checkbox"/>	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	<input checked="" type="checkbox"/>	Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
<input checked="" type="checkbox"/>	Provides administrative information to applicants	<input checked="" type="checkbox"/>	Negotiates amendments
<input checked="" type="checkbox"/>	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiable phrases with applicant	<input checked="" type="checkbox"/>	Reviews Cost/Price Analysis for recipient contracts/change orders (Superfund only)
<input checked="" type="checkbox"/>	Assists applicant in resolving issues in solicitation	<input checked="" type="checkbox"/>	When necessary, recommends termination of the agreement
<input checked="" type="checkbox"/>	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	<input checked="" type="checkbox"/>	Handles with Grants Management Office administrative and financial issues
<input checked="" type="checkbox"/>	Allocates level of funding		Conducts periodic reviews to ensure compliance with agreements Other (list)
<input checked="" type="checkbox"/>	Coordinates case status to evaluate program capacity		
<input checked="" type="checkbox"/>	Bases all responses to Solicitation Panel	<input checked="" type="checkbox"/>	Ensures deliverables were satisfactory and timely
<input checked="" type="checkbox"/>	Informs applicants of funding decisions	<input checked="" type="checkbox"/>	Provides assistance to recipients and Grants Management Office to ensure timely close-out
<input checked="" type="checkbox"/>	Other (list)	<input checked="" type="checkbox"/>	Responds payment with work performed
	<b>Award:</b>	<input checked="" type="checkbox"/>	Notifies recipient of close-out requirements
<input checked="" type="checkbox"/>	Prepares funding package, including Decision Memorandum	<input checked="" type="checkbox"/>	Obtains legal opinions if necessary to resolve incomplete close-out
<input checked="" type="checkbox"/>	Obtains concurrence/approvals	<input checked="" type="checkbox"/>	If projects audited, responds to issues and ensures recipient complies with audit recommendations
<input checked="" type="checkbox"/>	Seeks concurrence in completed document		Other (list)
<input checked="" type="checkbox"/>	Familiarizes grantee file		
<input checked="" type="checkbox"/>	Other (list)		
	<b>Project Management/Administration:</b>		Percentage of Time Spent on Grants/Cooperative Agreements Management
<input checked="" type="checkbox"/>	Monitors recipient's activities and progress		
<input checked="" type="checkbox"/>	Reviews reports and deliverables and notifies recipient of corrections		
<input checked="" type="checkbox"/>	Provides technical assistance to recipients		
	<b>Part 3. Interagency Agreements Duties</b>		
	<b>Pre-Agreement:</b>		
<input checked="" type="checkbox"/>	Plans and negotiates work effort		Monitors cost management and overall technical performance
<input checked="" type="checkbox"/>	Estimates costs		Participates in decisions about project modification/termination
<input checked="" type="checkbox"/>	Obtains funding commitments		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
<input checked="" type="checkbox"/>	Prepares commitment notice		Inspects and accepts deliverables
<input checked="" type="checkbox"/>	Writes or revises scope of work		Other (list)
<input checked="" type="checkbox"/>	Responds to pre-agreement inquiries		
<input checked="" type="checkbox"/>	Participates in pre-agreement conferences		
<input checked="" type="checkbox"/>	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGCE)		
<input checked="" type="checkbox"/>	Negotiates and ensures execution of Superfund State Contracts (Superfund only)		
<input checked="" type="checkbox"/>	Performs technical evaluation of work plan and budget		
<input checked="" type="checkbox"/>	Prepares funding packages and obtains necessary concurrences		
<input checked="" type="checkbox"/>	Other (list)		
	<b>Close-out:</b>		
<input checked="" type="checkbox"/>	Reviews final report		Reviews final report
<input checked="" type="checkbox"/>	Decides on disbursement of equipment		Reconciles payments with work performed
<input checked="" type="checkbox"/>	Reconciles payments with work performed		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
<input checked="" type="checkbox"/>	Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)		Closes deliverable
<input checked="" type="checkbox"/>	Closes deliverable		Resolves close-out issues with Grants Management Office
<input checked="" type="checkbox"/>	Resolves close-out issues with Grants Management Office		Other (list)
<input checked="" type="checkbox"/>	Other (list)		
	<b>Project Management/Administration:</b>		
<input checked="" type="checkbox"/>	Reviews program reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:





United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## SF 52 Checklist

SF 52 Request #: REG-1-409

Position Title/Series: Environmental Protection Specialist GS-13

Entry Grade(s)/Full Performance Level of Position: 9/12

Functional Title (e.g., On-Scene Coordinator, PO, RPM, Accountant): Unit Grant Program Specialist (Kwabena Kyei - Abet agye)

**DIRECTIONS:** This form must be completed by the hiring official or supervisor for all personnel actions involving a change in position description (exceeding 180 days) and must be submitted along with the SF 52 Request for Personnel Action.

Is this position one of the following that has been predesignated? Yes ☒ No ☐

If you answered "Yes," please skip all remaining questions, sign and date the form.

- |  |  |
|--|--|
| <input type="checkbox"/> On-Scene Coordinator (High Risk)                  | <input type="checkbox"/> Contract Specialist (Moderate Risk)               |
| <input type="checkbox"/> Remedial Project Manager (Moderate Risk)          | <input type="checkbox"/> Grants Specialist-GS 12 and below (Low Risk)      |
| <input type="checkbox"/> RCRA Corrective Action Officer (Moderate Risk)    | <input type="checkbox"/> Grants Specialist-GS 13 and above (Moderate Risk) |
| <input type="checkbox"/> Inspector (Moderate Risk)                         | <input type="checkbox"/> Attorney (Moderate Risk)                          |
| <input type="checkbox"/> Criminal Investigator (High Risk)                 | <input type="checkbox"/> Deputy Division Director (High Risk)              |
| <input checked="" type="checkbox"/> Grants Project Officer (Moderate Risk) | <input type="checkbox"/> Supervisor of High Risk Employees (High Risk)     |
| <input type="checkbox"/> Contract Project Officer (Moderate Risk)          |  |

**Directions for Questions 1-13:** Answer all "Yes/No" questions. For questions answered "Yes," check all items that apply. Where explanation is requested, attach additional pages if needed.

(1) Requires access to classified or sensitive information or materials: Yes ☐ No ☐

- |  |   |
|--|---|
| <input type="checkbox"/> Secret                              | <input type="checkbox"/> Other information that if compromised could cause harm |
| <input type="checkbox"/> Top Secret                          | <input type="checkbox"/> Audits   |
| <input type="checkbox"/> Personally identifiable information | <input type="checkbox"/> Investigations   |
| <input type="checkbox"/> Proprietary information             | <input type="checkbox"/> EPA's financial resources/records                      |
| <input type="checkbox"/> Confidential business information   |   |

Hazardous or dangerous material (nuclear, biological, or chemical) Yes ☐ No ☐

What hazardous materials are involved? \_\_\_\_\_

(2) Makes final decisions or authoritative recommendations, including ones that may have a direct effect on health and safety: Yes ☐ No ☐

(3) Supervision level received:

- ☐ Close supervision  
☐ General supervision  
☐ Administrative only

Work is reviewed:

- ☐ While in progress  
☐ Only after completion

Administrative controls are in place: Yes ☐ No ☐

What are they? \_\_\_\_\_

(4) Obligates the Agency to take action or to spend funds. Yes ☐ No ☐

What actions? \_\_\_\_\_

What amount of funding? \_\_\_\_\_

What is the financial limit? \_\_\_\_\_



SF 52 Request#: REG-409

(5) Interacts with external contacts in performing duties, and/or represents the Agency to external organizations or citizens:

Yes ☐ No ☐

Communicates with:

- ☐ Individuals
- ☐ Government-wide audience
- ☐ Audience beyond government

Communication products involved are:

- ☐ Technical or policy reports
- ☐ Documents containing sensitive information
- ☐ Outreach or public relations material
- ☐ Material posted on the EPA Intranet or website

(6) Makes policy: Yes ☐ No ☐

(7) Protects critical infrastructure systems/programs, such as water treatment or other utilities and telecommunications:

Yes ☐ No ☐

What is involved? \_\_\_\_\_

(8) Directly enforces health regulations and/or protects public safety: Yes ☐ No ☐

(9) Investigates or audits government/other personnel, programs and activities: Yes ☐ No ☐

What personnel, programs and/or activities are involved? \_\_\_\_\_

(10) IT position that creates, programs, administers, or protects government information technology systems, databases or infrastructure: Yes ☐ No ☐

(11) Requires credentials: Yes ☐ No ☐

(12) The scope of this position is:

- ☐ Local
- ☐ Regional
- ☐ National
- ☐ Global

The impact/potential harm this position could cause would be:

- ☐ Internal to EPA
- ☐ Government-wide
- ☐ Beyond the government

(13) Other unique or critical characteristics/duties/requirements not covered above? Yes ☐ No ☐

Explain what they are: \_\_\_\_\_

Krish Rea

Name (Please Print)

Krish Rea

Signature

Chief, Grants, Tribal and

Title Community Programs Unit

1/13/10

Date

PSD Use Only

Risk Designation:



## FES EVALUATION

Proposed TSG : Environmental Protection Specialist, GS-028-12  
Location: Reg 1, Office of Ecosystem Protection, Grants, Tribal, community & municipal Assistance Branch, 90121840:

### REFERENCES:

a) Environmental Protection Specialist, GS-028, 3/95

### SERIES DETERMINATION:

The incumbent will provide direct administrative and program support to environmental program activities of the Laboratory. These duties match those described in the GS-028 series. Positions carrying out the duties as described in the position are titled Environmental Protection Specialist and the position is so assigned.

### FES GRADE DETERMINATION:

In comparing the duties of this position to the classification standard, while there are some variations, the overall duties and scope of the position closely parallel those described in the benchmarks at the GS-12 level. A summary of factor level findings is presented below:

	Factor/Level	Points
<b>I. Knowledge Required:</b>	1 - 7	<u>1250</u>
<b>II. Supervisory Controls:</b>	2 - 4	<u>450</u>
<b>III. Guidelines:</b>	3 - 4	<u>450</u>
<b>IV. Complexity:</b>	4 - 4	<u>225</u>
<b>V. Scope and Effect:</b>	5 - 4	<u>225</u>
<b>VI. Personal Contacts:</b>	6 - c	<u>      </u>
<b>VII. Purpose of Contacts:</b>	7 - 3	<u>180</u>
<b>VIII. Physical Demands:</b>	8 - 1	<u>5</u>
<b>IX. Work Environment:</b>	9 - 1	<u>5</u>
		<u>2790</u> = GS-12

### FINAL CLASSIFICATION/FLSA DETERMINATION:

Environmental Protection Specialist, GS-028-12

FLSA: Exempt

Chris Hoskins HRS

Date: 1/26/2010







# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service		4. Employing Office Location Boston MA		5. Duty Station		1. Agency Position No. 59128		
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code 001				
14. Agency Use					Pay Plan		Occupational Code		Grade		Initials Date		
15. Classified/Graded by					Official Title of Position								
a. Office of Personnel Management													
b. Department, Agency or Establishment					Environmental Prot Spec		GS		028		11		
c. Second Level Review													
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position (if different from official title)					17. Name of Employee (if vacant, specify) Kwabena Kyei-Aboagye								
18. Department, Agency, or Establishment U.S. Environmental Protection Agency					c. Third Subdivision 90121840								
a. First Subdivision Office of Ecosystem Protection					d. Fourth Subdivision								
b. Second Subdivision Grants, Tribal, Community Programs Unit					e. Fifth Subdivision								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that					this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.								
a. Typed Name and Title of Immediate Supervisor Kristi N. Rea, Chief- GTCP Unit					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Ken Moraff, Deputy Director,								
Signature Kristi N. Rea					Date 1/26/10		Signature Ken Moraff					Date 1/28/10	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position								
Typed Name and Title of Official Taking Action Chris H. Slus					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.								
Signature Chris H. Slus					Date 1.28.2010								
23. Position Review					Initials		Date		Initials		Date		
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks FPL: 12 Bvs: 001													

## 25. Description of Major Duties and Responsibilities (See Attached)

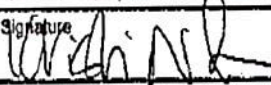
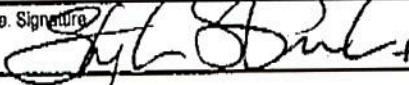
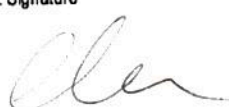
NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295



<b>United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Boston, MA		2. POSITION NUMBER 59128	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS		11	
4. SUPERVISOR'S RECOMMENDATION					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Kwabena Kyel-Aboagye		
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e. 90121840		
b. Office of Ecosystem Protection			f.		
c. Grants, Tribal, Community and Municipal Assistance Bra			g.		
d. Grants, Tribal and Community Programs Unit			h. Organization Code		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization, or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.					
<input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Kristi N. Rea, Chief- GTCP Unit			d. Typed Name and Title of Second-Level Supervisor Ken Moraff, Deputy Director		
b. Signature 		c. Date 12/17/09	e. Signature 		f. Date 12/28/09
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <u>GS12</u>		b. Fair Labor Standards Act <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	
c. Functional Code <u>N/A</u>					
d. Bargaining Unit Code <u>0011</u>	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( _____ % of time) <input type="checkbox"/> This position is subject to random drug testing ( _____ )		f. Signature 		g. Date 1/26/2010
11. REMARKS <u>STATEMENT OF DIFFERENCE</u> <u>FPL: 12</u>					



**STATEMENT OF DIFFERENCE GS-11**  
(2 grade interval series)

This is a statement of difference to the full performance position identified on the cover sheet. The incumbent of this position will function at the GS-11 level until all legal, regulatory and administrative requirements which permit promotion to the next higher level duties are met. Promotion to a higher level is neither mandatory or automatic upon completion of these requirements. Management retains the right to determine when the incumbent is qualified for the next higher grade. All duties and responsibilities in the next higher level position are assigned to the incumbent of this position with the following amendments:

The incumbent will work under the direction of the supervisor who broadly outlines the purpose of the work and possible complex problems involved. Incumbent is responsible for independently developing approaches and solutions to problems encountered. The supervisor is available in situations involving controversial or policy questions. Work is usually carried to completion independently, technical correctness of, calculations, analysis, and techniques are normally accepted. Applies judgment in adapting standard guidelines and in applying analysis practices to new situations and problem areas.